MS EXEL

short cut :

i) ctrl+ right arrow (to move to last colum)

ii)ctrl+left arrow (to move to first column)

iii)magic shortcut : alt + H

iv)shift + down\_arrow :-> to select downward cell

TASK :

i)create coloum sr no, student name,sub1,sub2,sub3,total,max,minj,avg,percentage,result(fail,pass)

==>CONDITIONAL FORMATING (position at home bar at top middle )

* Merge and center

it is used to create a headder of any reacord eg : student record

* all borders
* FORMATE AS TABLE
* Remove table

i)go to tab name table design -> select convert to range it will going to change the layout of table

ii)go to clear on the exteme right in home tab